

ALDINE INDEPENDENT SCHOOL DISTRICT

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Houston, TX 77032

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NOTICE TO PROPOSERS

Aldine Independent School District is accepting sealed Requests for Proposals (hereafter referred to as RFP or proposal) for Automotive/Light Truck Repair Service until **April 23, 2014 at 12:30 PM**, upon which proposals will be opened in the district’s board room and responding vendor names will be read aloud.

Method of Delivery

Proposals must be sealed and delivered in person, by certified mail, or via courier to: ALDINE INDEPENDENT SCHOOL DISTRICT, ATTN: PURCHASING DEPARTMENT 14910 Aldine Westfield Road, Sonny Donaldson Administration Building, Houston, TX 77032 no later than the **April 23, 2014 at 12:30 PM**.

Proposal Envelopes must be sealed and plainly marked as described below:

PROPOSAL:	<u>Automotive/Light Truck Repair Service</u>
RFP#:	<u>MNT 1314-37</u>
DO NOT OPEN UNTIL:	<u>April 23, 2014 at 12:30 PM</u>

Disqualified Proposals

Proposals received later than the specified time, whether delivered in person or mailed, will be disqualified and returned. Faxed or emailed proposals do not meet the sealed proposal requirement and will also be disqualified.

After the proposal is awarded by the Board of Trustees, a tabulation summary will be posted to the district’s website, under “Vendor”, “Vendor Bids”, “Bid Tabulations”.

<http://www.aldine.k12.tx.us/cms/main.cfm?siteID=41&PageID=1546>

Aldine ISD reserves the right to accept or reject any/or all proposals or to make awards as they appear to be advantageous to the district and to waive any and all informalities.

ADDENDUMS

Responders should periodically check the district’s website www.aldine.k12.tx.us for any **addendum clarifications and responses** that may occur prior to the proposal due date. (See, “Vendor”, then “Vendor Bids”). Questions regarding the proposal are to be submitted in writing to Herbert Harris, hharris@aldine.k12.tx.us. Please copy, Tremel Prudhomme, tprudhomme@aldine.k12.tx.us on all questions.

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SCOPE OF SERVICES

AUTOMOTIVE/LIGHT TRUCK REPAIR SERVICE MNT 1314-37

INTENT OF PROPOSAL

It is the intention of Aldine ISD to establish an annual contract with multiple vendors for automotive repair, body repair and paint of light to medium duty trucks, vehicles and vans school district fleet on an as needed basis. This fleet excludes school buses.

These services will be utilized by Aldine School District on an as needed basis.

Aldine ISD has a white fleet of approximately 194 vehicles ranging from autos, light trucks vans, police cars as well as multiple cargo trucks. The fleet consists of various Makes and models such as Chevrolet, Chrysler, Dodge, Ford and GMC. Refer to vehicle list page 6 – 12.

CONTRACTOR SERVICES

Contractor services include the automotive repair, body work, and paint of Aldine Independent School District fleet on an as needed basis. Contractor services should also include providing safe storage for up to 10 vehicles at any time while repairs are made. Minor repairs should take one to two days major repairs should take three to four days.

CONTRACT TERM

Contracts will exist for one year with an option to renew for two additional 1 year periods if pricing is the same and agreed to in writing by Aldine ISD and the awarded contractors.

AUTOMOTIVE/LIGHT TRUCK REPAIR SERVICE

SPECIFICATIONS AND SPECIAL TERMS AND CONDITIONS

Proposal Response

Participants may respond to one or all categories .

Provide an hourly labor rate for auto repairs using Mitchell 1 as a pricing standard and a percent markup for materials.

Auto Repairs

Auto repairs should include but not limited to: engine repair, transmission repair, brakes alternator, compressors, dryers, coils, radiator, hoses, belts, computer chips, water pump, tune ups, rotors, power steering pump, tiner arm, suspension, shocks, and all other repairs not listed.

Repair Center Locations Awarded vendors must have repair centers located within a 16-mile radius of the Aldine ISD Maintenance Department which is located at 14910 Aldine Westfield Rd. Houston, TX 77032

Levels of Licensing All service personnel must have Automotive Service Excellence or manufacturers certifications in the area of work being performed. Technicians cannot operate under shop certification umbrella.

Brake Repair Shops

Repair Shops will be required to service the entire braking system, including Anti Lock systems on cars more than 3 years old

Air Conditioning Repair Shops

Air Conditioning Repair Shops must have EPA approved recovery and charging capabilities for each type of refrigerant serviced. Any technician performing any air conditioning service must have a current A/C certification (IMACA or ASE). A/C shops must have the capability of diagnosing electrical or electronic control systems for cars more than 3 years old. A/C shops may replace fan belts, cooling fan, and engine control components as related to the air conditioning system, however they may not make engine performance repairs related to the air conditioning unless they are licensed for that specialty

Electrical Specialty Shops

Electrical Specialty Shops must be capable of diagnosing and servicing all electrical or electronic systems on cars 3 years or older. Exceptions to this would include high tech systems such as Navigation, Heads-up Displays, Passive Cruise Control, and Hybrid Vehicle systems.

General Automotive Repair

General Automotive Repair shops are those qualified in 3 or more areas of repair or service as defined by the ASE Testing areas. A certified technician must be on staff full time for each of those areas offered for service or repair.

Master Automotive Repair

A Master Automotive Repair Facility is one that offers all eight (8) ASE areas of repair. A Master Certified Technician must be on staff full time.

Parts All parts used for repair must be OEM - original manufacturer such as, Motorcraft, AC Delco and Mopar, unless otherwise specified. Awarded vendors must provide a copy of their invoices when parts and materials are purchased for the completion of repair work.

Standard for Quotations All repair quotes should use Mitchell 1 as the basis for the number of hours for required repairs.

Certification Requirements Copies of all service personnel ASE certifications and manufacturers certifications must be included as part of the proposal package.

Requirements in Shop

- Prominent display of Automotive Repair Facility License
- Prominent display of Sales Tax Permit
- Prominent display of grievance procedure phone number (counter top)
- Technician certifications available to review on request by customer or the representative of the governing board
- A repair order form that includes a signature line for the authorization of diagnostic or repair work at a specific fee. This form is to include the date, vehicle description including the mileage, license and VIN number and a description of the customer's concern. A copy will be provided to the customer on request.
- A final invoice that will include the company's name, address and phone number, an itemized list of services performed and parts replaced, a statement of warranty, specific list of used, remanufactured parts and sublet repairs. The invoice should also include the shop number and phone number of its governing body.

Estimate Requirements

- Each customer will be provided a clear estimate of the charges for authorized repairs or diagnostics
- A clear statement of whether or not the diagnostic fee includes returning the car to pre-inspection condition after the diagnostics must be included. No additional tear down or inspection fees may be charged without the specific authorization of the customer.
- Estimates must include disclosure of used, remanufactured or new after-market parts, and any sublet repairs.
- Estimates must include statement of warranty, or non-warranty for all repairs performed.

- Any charges exceeding the estimate by more than 10%, or \$100.00, whichever is less, must be authorized by the customer. (Calculated on the total, not per line)
- Menu pricing is permitted, but each part, part type, and labor operation included in the total price must be listed separately.
- Each estimate must include shop license number and level of certification
- Estimates may be conveyed by electronic media including fax and email.

General Repair General repairs require a thirty day warranty period from the date that Aldine ISD is contacted and made aware that repairs have been completed.

Major Repair Warranty: Major repairs require a twelve month and or twelve thousand miles warranty, whichever comes first. The warranty period will begin from the date that Aldine ISD is contacted and made aware that repairs have been completed.

Re-Manufactured Motor Warranty: Re-manufactured motor installations will require a 12 month and or 12 thousand miles warranty, whichever comes first. The warranty period will begin from the date that Aldine ISD is contacted and made aware that repairs have been completed.

Vehicles: Vendor must be able to accommodate multiple repairs and provide safe storage for up to 10 vehicles while repairs are being made. Vendor must be able to work on all types of light truck, vans and cars found on page 7 - 12.

Awards: Aldine reserves the right to award a primary and secondary vendor per bid categories

Vendor Qualifications: Vendor office must be located within a sixteen mile radius of the Aldine Independent School District at 14950 Aldine Westfield Road. Vendor bid may be rejected if the areas of response is not complete.

MAINTENANCE VEHICLES

YEAR	MAKE	MODEL	ENGINE	TRANSMISSION
2001	CHEV.(C2500)	SILVERADO	6000	4L80E
2007	CHEV.	SILVERADO	6000	6-SPD.AUTOMATIC
2007	CHEV. (G2500)	EXPRESS VAN	5000	4L60E
2007	CHEV.	SILVERADO	6000	6-SPD.AUTOMATIC
2007	CHEV.(G2500)	EXPRESS VAN	4.8L	4-SPD.AUTOMATIC
2007	CHEV. (C2500)	FLEETSIDE	5700	4L80E
2013	CHEV	EXPRESS VAN		
2007	FORD (F250)	REG CAB	4.6L	4r70w(U)
2007	CHEV. (C2500)	FLEETSIDE	5700	4L80E
2007	CHEV.(G2500)	EXPRESS VAN	4.8L	4-SPD.AUTOMATIC
2007	FORD (E150)	ECONOLINE	4.2L	E4AOD
2007	CHEV.(G2500)	EXPRESS VAN	4.8L	4-SPD.AUTOMATIC
2007	PETERBILT	PB330	3126E	MD3060P
2000	CHEV.(G2500)	EXPRESS VAN	5000	4L60E
2000	CHEV.(C2500)	FLEETSIDE	5700	4L80E
2000	CHEV.(C2500)	FLEETSIDE	5700	4L80E
1998	FORD (E250)	ECONOLINE	4.2L	E4AOD
2002	CHEV.(G2500)	EXPRESS VAN	5700	4L60E
2002	CHEV.(G2500)	EXPRESS VAN	5700	4L60E
1997	FORD (F250)	P/U	5.8L	H/D 5 SPD M-O/D
2000	CHEV.(G2500)	EXPRESS	5000	4L60E
2004	CHEV.(C2500)	SILVERADO	6.0L	4L80E
1998	FORD (E250)	ECONOLINE	4.2L	AUTO
2002	CHEV.(G2500)	EXPRESS VAN	5700	4L60E
2000	CHEV.(G2500)	EXPRESS VAN	5000	4L60E
2000	CHEV.(C2500)	FLEETSIDE	5700	4L80E
2000	CHEV.(G2500)	EXPRESS	5000	4L60E
1997	FORD(F250)	P/U	5.8L	H/D 5 SPD M-O/D
2000	CHEV. (C2500)	FLEETSIDE	5700	4L80E
2000	CHEV.(C2500)	FLEETSIDE	5700	4L80E
2000	FORD(E250)	ECONOLINE	5.4L	4R70W(U)
2000	FORD(E250)	ECONOLINE	5.4L	4R70W(U)
2000	CHEV.(C2500)	FLEETSIDE	5700	4L80E
2000	CHEV.(C2500)	FLEETSIDE	5700	4L80E
2001	CHEV.(G2500)	EXPRESS	5000	4L60E
2000	FORD(E250)	ECONOLINE	5.4L	4R70W(U)
2001	CHEV.(G2500)	EXPRESS VAN	5000	4L60E
2007	CHEV.SILVERADO	2500 H.D.	6.0L	4L80E

2007	CHEV.SILVERADO	2500 H.D.	6.0L	4L80E
2000	CHEV.(C2500)	FLEETSIDE	5700	4L80E
2000	CHEV.(C2500)	FLEETSIDE	5700	4L80E
2007	CHEV.SILVERADO	2500 H.D.	6.0L	4L80E
2007	CHEV.(G2500)	EXPRESS VAN	6.0L	4-SPD AUTOMATIC
		CLASSIC 2500 HD		
2007	CHEV.SILVERADO	CLASSIC 2500 HD	6.0L	AUTO
		CLASSIC 2500 HD		
2007	CHEV.SILVERADO	ECONOLINE	6.0L	AUTO
2000	FORD (E250)	ECONOLINE	5.4L	4-SPD.AOD
2007	CHEV.SILVERADO	2500 HD	6.0L	AUTO
2007	CHEV.SILVERADO	2500 HD	6.0L	AUTO
2007	CHEV.(G2500)	EXPRESS	6.0L	AUTO
1993	CHEV.(C2500)	P/U	5.0L	AUTO
2007	CHEV.(G2500)	EXPRESS VAN	4.8L	AUTO
2007	CHEV.(G2500)	EXPRESS VAN	4.8L	AUTO
2007	GMC(C6500)	TOPKICK	7.8L DIESEL	AUTO
2000	CHEV.(C2500)	FLEETSIDE	5700	4L80E
1987	DODGE(D250)	P/U	5.2L	AUTO
2009	CHEV.(G2500)	EXPRESS VAN	4.8L	4-SPD.AUTOMATIC
2013	CHEV	EXPRESS VAN		
1995	GMC(C2500)	SIERRA	5.0L	AUTO
1995	GMC(C2500)	SIERRA	5.7L	AUTO
2002	CHEV.(G2500)	EXPRESS VAN	5000	4L60E
1996	FORD(F250)	P/U	5.8L	AUTO
1996	FORD(F250)	P/U	5.8L	AUTO
2002	CHEV.(G2500)	EXPRESS VAN	5000	4L60E
1996	DODGE(B250)	VAN	3.9L	AUTO
1996	DODGE(B250)	VAN	3.9L	AUTO
2002	CHEV.(G2500)	EXPRESS VAN	5000	4L60E
1996	FORD(E250)	ECONOLINE	4.9L	AUTO
1996	FORD(E250)	ECONOLINE	4.9L	AUTO
1997	FORD(E250)	ECONOLINE	4.2L	AUTO
1997	FORD(E250)	ECONOLINE	4.2L	AUTO
1997	FORD(F250)	P/U	5.8L	H/D 5 SPD M-O/D
1997	FORD(F250)	P/U	5.8L	H/D 5 SPD M-O/D
1997	FORD (F250)	P/U WORKBED	5.8L	H/D 5 SPD M-O/D

1997	FORD (F250)	P/U STYLESIDE	5.8L	H/D 5 SPD M-O/D
1998	FORD (F250)	P/U STYLESIDE	4.6L	4-SPD.AUTO
1998	FORD (F250)	P/U STYLESIDE	4.6L	4-SPD.AUTO
1998	FORD(F250)	P/U	4.6L	4R70W
1998	FORD(F250)	P/U	4.6L	AUTO
1987	INTERNATIONAL	S-SERIES	6.9L DIESEL	AUTO

POLICE VEHICLES

YEAR	MAKE	MODEL	ENGINE	TRANSMISSION
1998	FORD	CROWN VIC	4.6L	4R70W
1998	FORD	CROWN VIC	4.6L	4R70W
1999	FORD	CROWN VIC	4.6L	4R70W
1999	FORD	CROWN VIC	4.6L	4R70W
2001	FORD	CROWN VIC	4.6L	4R70W
2001	FORD	CROWN VIC	4.6L	4R70W
2001	FORD	CROWN VIC	4.6L	4R70W
2001	FORD	CROWN VIC	4.6L	4R70W
2001	FORD	CROWN VIC	4.6L	4R70W
2001	FORD	CROWN VIC	4.6L	4R70W
2001	FORD	CROWN VIC	4.6L	4R70W
2001	FORD	CROWN VIC	4.6L	4R70W
2002	FORD	TAURUS	3.0L	Auto
2002	FORD	TAURUS	3.0L	Auto
2002	FORD	TAURUS	3.0L	Auto
2002	FORD	TAURUS	3.0L	Auto
2002	FORD	TAURUS	3.0L	Auto
2003	CHEVROLET	IMPALA	3.8L	4T65E
2003	CHEVROLET	IMPALA	3.8L	4T65E
2003	CHEVROLET	IMPALA	3.8L	4T65E
2003	CHEVROLET	IMPALA	3.8L	4T65E
2003	CHEVROLET	IMPALA	3.8L	4T65E
2005	CHEVROLET	IMPALA	3.8L	4T65E
2005	CHEVROLET	IMPALA	3.8L	4T65E
2005	CHEVROLET	IMPALA	3.8L	4T65E
2005	CHEVROLET	IMPALA	3.8L	4T65E
2005	CHEVROLET	IMPALA	3.8L	4T65E
2005	CHEVROLET	IMPALA	3.8L	4T65E

2005	CHEVROLET	IMPALA	3.8L	AT65E
2005	CHEVROLET	IMPALA	3.8L	AT65E
2005	CHEVROLET	IMPALA	3.9L	AT65E
2009	CHEVROLET	IMPALA	3.9L	AT65E
2009	CHEVROLET	IMPALA	3.9L	AT65E
2009	CHEVROLET	IMPALA	3.9L	AT65E
2009	CHEVROLET	IMPALA	3.9L	AT65E
2004	FORD	VANS	5.4	
2004	FORD	VANS	5.4	A40D
2000	FORD	VANS	5.4	A40D
2000	FORD	VANS	5.4	A40D
2005	FORD	VANS	5.4	A40D
2006	DODGE	CHARGERS	3.5	Auto
2006	DODGE	CHARGERS	3.5	Auto
2007	DODGE	CHARGERS	3.5	Auto
2007	DODGE	CHARGERS	3.5	Auto
2008	DODGE	CHARGERS	3.5	Auto
2008	DODGE	CHARGERS	3.5	Auto
2008	DODGE	CHARGERS	3.5	Auto
2010	DODGE	CHARGERS	3.5	Auto
2010	DODGE	CHARGERS	3.5	Auto
2010	DODGE	CHARGERS	3.5	Auto
2010	DODGE	CHARGERS	3.5	Auto
2013	FORD	INTERCEPTOR	3.5 Ford	
2013	FORD	INTERCEPTOR	3.5	6SP Auto
2013	FORD	INTERCEPTOR	3.5	6SP Auto
2013	FORD	INTERCEPTOR	3.5	6SP Auto
2013	FORD	INTERCEPTOR	3.5	6SP Auto
2013	FORD	INTERCEPTOR	3.5 Ford	6SP Auto
2013	FORD	INTERCEPTOR	3.5 Ford	6SP Auto
2013	FORD	INTERCEPTOR	3.5	6SP Auto
2013	FORD	INTERCEPTOR	3.5	6SP Auto
2013	CHEVY	TAHOE		

ATHLETICS

YEAR	MAKE	MODEL	ENGINE	TRANSMISSION
1997	FORD	P/U 250		
1995	GMC	SIERRA C2500		
2001	CHEV	SILVERADO C2500-HD		

2008	FORD	P/U F250	5.4 L	Auto
2005	FORD	E250	5.4 L	Auto

TECH SERVICES				
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YEAR	MAKE	MODEL	ENGINE	TRANSMISSION
2002	FORD	WINDSTAR	3.8	4AOD
2002	FORD	WINDSTAR	3.8	4AOD
2002	FORD	WINDSTAR	3.8	4AOD
2002	FORD	WINDSTAR	3.8	4AOD
2001	FORD	P/U F150	4.6	5 SP Auto
2001	FORD	P/U F150	4.6	5 SP Auto
2001	FORD	P/U F250	5.4	A40D
2001	FORD	WINDSTAR VAN	3.8	4AOD
2001	FORD	WINDSTAR VAN	3.8	4AOD
2001	FORD	WINDSTAR VAN	3.8	4AOD
	FORD	ECONOLINE E150		
1999		ECONOLINE E150	4.6	Auto
	FORD	ECONOLINE E150		
1999		ECONOLINE E150	4.6	Auto
	FORD	ECONOLINE E150		
1997		ECONOLINE E150	4.2	Auto
	FORD	ECONOLINE E150		
1997	FORD	ECONOLINE E150	4.2	Auto C6
1995	GMC	SAFARI VAN	4.3	Auto
1995	GMC	VAN	4.3	Auto
1994	FORD	ECONOLINE	4.9	C6
1993	CHEV	VAN	4.3	Auto
1990	FORD	ECONOLONE	4.9	C6
1986	CHEV	VANDURA	4.3	Auto
2003	FORD	WINDSTAR	3.8	4AOD
2003	FORD	TAURUS	3.0	Auto
2008	CHEV	EXPRESSG2500	4.8	Auto
2008	CHEV	EXPRES G2500	4.8	Auto
2008	CHEV	UPLANDER	3.9	Auto
2008	CHEV	UPLANDER	3.9	Auto
2008	CHEV	UPLANDER	3.9	Auto
2008	CHEV	UPLANDER	3.9	Auto

CHILD NUTRITION				
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1996	FORD E150	ECONOLINE	4.9	AUTO
1997	FORD E250	ECONOLINE	5.4	E40D
2006	CHEV P/U	SILVERADO 2500	6.0	HD 4 SPD AUTO
2006	CHEV P/U	SILVERADO 2500	6.0	AUTO
2006	CHEV P/U	SILVERADO 2500	6.0	AUTO
2006	CHEV P/U	SILVERADO 2500	6.0	HD 4 SPD AUTO
2006	DODGE	CARAVAN	3.3	AUTO
2006	DODGE	CARAVAN	3.3	AUTO
2006	DODGE	CARAVAN	3.3	AUTO
2006	DODGE	CARAVAN	3.3	AUTO
2006	DODGE	CARAVAN	3.3	AUTO
2006	DODGE	CARAVAN	3.3	AUTO
2006	DODGE	CARAVAN	3.3	AUTO
2006	CHEV P/U	SILVERADO 2500 HD		
2007	CHEV G2500	EXPRESS VAN- HD	4.8	AUTO
2008	CHEV(P/U)	SILVERADO 2500 HD	6.0	6 SP AUTO
2008	FORD E250	ECONOLINE	5.4	AUTO
2009	CHEV G2500	EXPRESS VAN	4.3	4 SP AUTO
2009	DODGE	CARAVAN	3.3	4 SP AUTO
2011	FREIGHTLINER 3500	SPRINTER		
2006	CHEV	SILVERADO 2500	6.0	AUTO

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**Automotive and Light Truck Repair Service
MNT 1314-37**

PROPOSAL RESPONSE

Participants may respond to any or all categories:

- 1) Automotive and light truck repair proposal: Hourly rate and % mark up on parts

Note: All pricing must include any shop fees, disposal fees, and any relevant fees must be included in price per hour.

Fleet Information

Aldine ISD fleet consists of but is not limited to the following:

- Light Utility Vehicles
 - Chevrolet
 - Dodge
 - Ford
 - GMC
- Vans
 - Chevrolet
 - Dodge
 - Ford
 - GMC
- Pick Up Trucks
 - Chevrolet
 - Dodge
 - Ford
 - GMC

Total vehicle #'s **194**

Refer to pages 7-12 for a complete list of maintenance vehicles.

How many ASE technicians does your shop provide for each level of licensing?

Tire and Alignment Shop	_____
Brake Repair Shop	_____
Air Conditioning Repair Shop	_____
Electrical Specialty Shop	_____
General Automotive Repair	_____
Master Automotive Repair	_____
Sublet	_____

Place an **X** by the services your shop perform, and provide the hourly shop rate for each service indicated by the **X**.

Type of Service	Hourly Shop Rate
1. ___ Transmission: Basic Transmission Service	\$ _____
2. ___ Transmission Repair/ Rebuild	\$ _____
3. ___ Suspension Repair/ Rebuild	\$ _____
4. ___ Electrical and Electronic Systems Repair/Rebuild	\$ _____
5. ___ Air Conditioning and Heating System Repair/ Rebuild	\$ _____
6. ___ Radiator Repair/Rebuild	\$ _____
7. ___ Exhaust System Repair/ Rebuild	\$ _____
8. ___ Brake System Repair/ Rebuild	\$ _____
9. ___ Emissions Repair or Rebuild	\$ _____
10. ___ Engine Repair or Rebuild	\$ _____
11. ___ Auto Body Repair	\$ _____
12. ___ Equipment Repair	\$ _____
13. ___ Trailer Repair	\$ _____
14. ___ Paint	\$ _____
15. ___ Misc mechanical repairs (Refer page 4 auto repairs)	\$ _____
16. ___ Upholstery Repair/ Replace	\$ _____

Hourly rate for misc mechanical repairs not listed and % mark up parts

Hourly Rate \$ _____ % Mark up rate _____

Please list any other services you can provide Aldine ISD:

SCENARIOS

Please fill in the sample scenarios from the hourly rate and % percent mark up that you provided per bid specifications. **SCENARIOS ARE LISTED BELOW:**

Example Scenario: Replace timing belt 2002 ford van 5.4 engine

Estimated # of hours for repair 5

Hourly rate \$78.00 x # of hours 5 = \$ 390.00

Cost of parts \$100.00 + 10 % mark up \$10.00 = \$110.00

Total combined cost \$500.00

• **Scenario 1**

Replace alternator on a 2007 Chevrolet Silverado 2500 ton 6.0, 6 speed auto trans

Estimated # of hours for repair

Hourly rate \$ x # of hours =

Cost of parts \$ + % mark up =

Total combined cost

- **Scenario 2**

Engine replace long block 1996 dodge van (B250) van 3.9 auto trans

Estimated # of hours for repair _____

Hourly rate \$ _____ x # of hours _____ = _____

Cost of parts \$ _____ + _____ % mark up _____ = _____

Total combined cost _____

- **Scenario 3**

Engine replacement short block 1996 Ford E250 Econoline 4.9 auto trans

Estimated # of hours for repair _____

Hourly rate \$ _____ x # of hours _____ = _____

Cost of parts \$ _____ + _____ % mark up _____ = _____

Total combined cost _____

- **Scenario 4**

Replace water pump 2001 Ford Crown Victoria 4.6 4R70W trans

Estimated # of hours for repair _____

Hourly rate \$ _____ x # of hours _____ = _____

Cost of parts \$ _____ + _____ % mark up _____ = _____

Total combined cost _____

- **Scenario 5**

Replace starter on 2003 Chevrolet Impala 3.8 4T65E trans

Estimated # of hours for repair _____

Hourly rate \$ _____ x # of hours _____ = _____

Cost of parts \$ _____ + _____ % mark up _____ = _____

Total combined cost _____

- **Scenario 6**

HVAC Major repair (total replacement)

Replace all parts compressor, dryer, coil, thermostat, 2000 ford van 5.4 A40D trans

Estimated # of hours for repair _____

Hourly rate \$ _____ x # of hours _____ = _____

Cost of parts \$ _____ + _____ % mark up _____ = _____

Total combined cost _____

- **Scenario 7**

Replace transmission on a 2006 Dodge Caravan 3.3 auto trans

Estimated # of hours for repair _____

Hourly rate \$ _____ x # of hours _____ = _____

Cost of parts \$ _____ + _____ % mark up _____ = _____

Total combined cost _____

SPECIAL TERMS AND CONDITIONS:

VENDOR MUST COMPLETE ALL SECTIONS AND RESPOND TO ALL SECTION OF THE BID.

RESPONSES THAT DO NOT CONTAIN THE FOLLOWING COMPLETED FORMS MAY OR MAY NOT BE REJECTED:

- | | Included: | Form Name: |
|-----|------------------|---|
| 1. | _____ | Deviation's Form |
| 2. | _____ | No Submission Form |
| 3. | _____ | Vendor Reference |
| 4. | _____ | Representations and Certifications |
| 5. | _____ | No Felony Conviction |
| 6. | _____ | Parent Company Information |
| 7. | _____ | Signature Block for All Representations and Certifications |
| 8. | _____ | Conflict of Interest Questionnaire |
| 9. | _____ | Criminal Background Fingerprint Requirement |
| 10. | _____ | W-9 |

ONE ORIGINAL AND ONE COPY OF YOUR RESPONSE ARE REQUIRED.

Signature of Authorized Company Representative

Date

GENERAL TERMS AND CONDITIONS FOR PROPOSAL

- 1.1.0 **APPLICABILITY** – These conditions are applicable and form a part of the contract documents on each equipment and/or service contract and a part of the terms of each purchase order for items of equipment and/or service included in the specifications and proposal forms issued herewith.
- 1.2.0 **SPECIFICATIONS** may be those developed by the requestor or by the manufacturer to represent items of regularly manufactured products.
- 1.3.0 **QUESTIONS** concerning this proposal package shall be addressed to Herbert Harris, hharris@aldine.k12.tx.us copy Tremel Prudhomme, tprudhomme@aldine.k12.tx.us
- 1.4.0 **PROPOSALS SHALL BE SUBMITTED ON THESE FORMS.**
Proposals must be submitted on the AISD proposal form in the space provided for pricing. If proposer does not fill in the blank with the proposal price, it will be considered a no proposal. Proposal price and any alternate proposal price must appear on the AISD proposal form. Deviations to any conditions and/or specifications shall be conspicuously noted in writing by the proposer and shall be included with the proposal in the form of manufacturing product, specifications, and/or brochures.
- 1.5.0 **ONLY SEALED PROPOSALS ARE ACCEPTABLE. FAXED PROPOSALS WILL NOT BE ACCEPTED.**
- 1.6.0 **QUANTITIES REQUIRED** are estimated and will be ordered on an “as needed” basis. The district reserves the right to purchase additional quantities above that stated at the same unit price unless otherwise specified by the proposer.
- 1.7.0 **DELIVERIES** required in this proposal shall be freight prepaid; FOB destination and proposal prices shall include all freight and delivery charges. For shipments designated on the purchase order to the AISD Central Warehouse, acceptable delivery hours are 8:00 AM to 3:15 PM Central Standard Time. No deliveries will be accepted after 3:15 PM. All discounts and pricing must be delivered discounts and prices. This will clearly be indicated on the purchase order if required. Delivery hours for drop shipments to specific campuses will be noted. Delivery of purchases in good condition, in a reasonable timely manner will be the vendor’s responsibility. All goods are subject to inspection and return at the expense of the vendor if found to be inferior to those specified.
- 1.8.0 **WARRANTY CONDITIONS** for all supplies and/or equipment shall be considered manufacturer’s minimum standard warranty unless otherwise agreed to in writing.

proposer shall be an authorized dealer, distributor or manufacturer for the product. All equipment proposal shall be new unless clearly stated in writing.

- 1.9.0 **SAMPLES**, when called for, shall be submitted with the proposal per instructions set forth in The Special Terms and Conditions. Samples must be provided free of expense. If required, samples will be returned to proposer at proposer's expense if reusable after evaluation.
 - 1.9.1 **ADDITIONAL SAMPLES** needed for a proposal to be evaluated properly shall be delivered within (5) working days from the time the vendor is notified by the Purchasing Department.
 - 1.9.2 **SAMPLE ITEMS** from the successful proposer may be retained for the purpose of determining that the quality and workmanship of the delivered items are comparable to the sample.

- 1.10.0 **THOSE WHO DO NOT PROPOSAL** are requested to notify AISD Purchasing Department in The **"NO BID NOTIFICATION"**. Failure to do so may result in their being deleted from our prospective BID MAIL-OUT LIST.

- 1.11.1 **EVALUATION OF PROPOSALS** It is not the policy of Aldine Independent School District to purchase on the basis of low prices alone. In evaluating submissions, the following considerations will be taken into account to determine the best value for Aldine Independent School District. Education Code 44.031
 - 1. The purchase price;
 - 2. The reputation of the vendor and of the vendor's goods or services;
 - 3. The quality of the vendor's goods or services;
 - 4. The extent to which the goods or services meet the district's needs;
 - 5. The vendor's past relationship with the district;
 - 6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses (HUB).
 - 7. The total long-term cost to the district to acquire the vendor's goods or services; and
 - 8. Other relevant factors as included in the Scope of Services and the Special Terms and Conditions)

- 1.12.0 **DISCLOSURES:**
 - 1.12.1 **BY SIGNING THIS PROPOSAL**, a proposer affirms that he/she has not given, offered to give, not intends to give at any time hereafter any economic opportunity, future employment, gift loan, gratuity, special discount, favor or service to a public servant in connection with the proposal submitted. proposer shall disclose whether any of the school district's board members or administrative executives has any business or familiar relationships with proposer or proposer's principal offices or employees.
 - 1.12.2 **PROPOSER SHALL NOTE** any and all relationships that might be a conflict of interest and include such information with the proposal.

- 1.12.3 **BY SIGNING THIS PROPOSAL**, a proposer affirms that, to the best of his/her knowledge, the proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would anyway limit competition or give them an unfair advantage over other proposers in the award of this proposal.
- 1.13.0 **FUNDING OUT CLAUSE** Any/all contracts exceeding one (1) year will require a standard funding out” clause. “A contract for the acquisition, including lease, of real or personal property is a commitment of the district’s current revenue only, provided the contract contains either of both of the following provisions:
- 1.14.0 **ALL CONTRACTS AND AGREEMENTS** between merchants and Aldine Independent School District shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended in 1995 by the American Law Institute in the National Conference of Commissioners on Uniform State Laws. Reference: Uniform Commercial Code, Fourteenth Edition, 1995 Official Text.
- 1.15.0 **CONTRACTS FOR PURCHASE** will be put into effect by means of a purchase order(s) upon authorized request and approval.
- 1.15.1 Any additional agreements/contracts to be signed by AISD shall be included with the proposal.
- 1.15.2 Prices for all goods and/or services shall be negotiated to a firm amount for the duration of this contract or as agreed to in terms of time frame.
- 1.15.3 Tax Exemption: AISD is exempt from payment of taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for the purpose of tangible personal property.
- 1.16.0 **ASSIGNMENTS:** proposer understands that the contract may not be assigned, encumbered, pledged, mortgaged, or transferred either in whole or in part without written consent from the customer.
- 1.17.0 **TERMINATION OF CONTRACT:** It is understood that the district retains the option to terminate this agreement for any reason at the end of each contract year without pecuniary risk or penalty or at any point during the contract term with evidence of just cause. The district agrees that it will provide written notice of termination no later than thirty (30) days prior to the end of the contract year or for just cause. The termination will become effective and this agreement shall terminate thirty - (30) thirty days following written notification of intent.
- 1.18.0 **CONFIDENTIAL INFORMATION OR TRADE SECRETS (Government Code, Article 252.049).** If any of the information is considered to be confidential or a trade secret belonging to the proposer and, if released would give advantage to a competitor or proposer, that information should be filed with the proposal in a separate envelope marked “CONFIDENTIAL – DO NOT DUPLICATE WITHOUT PERMISSION”.

1.19.0 **VENDOR NON-PERFORMANCE:** If at any time the vendor fails to fulfill or abide by the terms and conditions or specifications of the contract, AISD reserves the right to:

- 1) **Purchase** on the open market and charge the vendor the difference between contract price and actual purchase price, or
- 2) **Deduct** such charges from existing invoice totals currently due, or
- 3) **Cancel** within thirty (30) days written notification of intent and remove the vendor from the active proposal file for a period of time not less than one (1) year.
- 4) **Re-proposal** the service/product
- 5) **Award** to next lower responsible proposer, if accepted by same
- 6) Aldine Independent School District reserves the right to reject any or all responses, to waive all technicalities, and to accept the responses determined to be the most favorable to the district.
- 7) Aldine ISD retains the right to utilize cooperative purchasing contracts that may offer a better value to the district

Any problems or discrepancies that are not covered by the above preventing or hindering performance should be addressed with Aldine ISD.

1.20.0 **SIMILAR CONTRACTS**

This proposal will not supersede any other contracts AISD either currently is using or may proposal in the future for specific and like kind items.

1.21.0 **FREIGHT, DELIVERY AND PACKAGING:** the entire contract shall be interpreted as F.O.B. destination with freight charges included in the purchase price (reference 1.7.0). Items shall be identified by school campuses if applicable. Aldine Independent School District's purchase orders must appear on all bill of ladings, packing slips and on the outside of the box/packaging. All orders shall be shipped within fifteen (15) days after receipt of order. Notify AISD Purchasing Department Buyer if the product cannot be shipped within this period, allowing the opportunity to secure the merchandise elsewhere. You may locate the Buyer's phone number and initials on the top of the purchase order under the delivery date. If you are unable to reach the appropriate buyer at the number listed, call (281) 985-6396 for assistance.

1.22.0 **GUARANTEES:** Guarantees, warranty, and replacement information must be submitted with your proposal. proposers shall include a copy of the manufacturer's standard warranty with the submitted proposal.

1.23.0 **PRODUCT SUBSTITUTIONS:** Any catalog, brand name, or manufacturer's reference used in your proposal must be descriptive – not restrictive. It is intended to indicate the type and quality desired. Proposals on brands of like nature and quality will be considered. Aldine ISD reserves the right to decide which alternate proposals are equal. Proposals may be submitted on any or all items, unless stated otherwise. The owner reserves the right to reject any and/or all proposals and to accept any proposal deemed most advantageous to the Aldine Independent School District and to waive any informalities in proposals.

1.24.1 **DEVIATIONS:**

If you are proposing other than the AISD referenced brand, you must write the alternate brand name in the AISD deviations section of the proposal indicating the manufacturer, brand, model, etc. of article offered. If no other information is given, we assume you are proposing as specified. However, Aldine Independent School District reserves the right to accept or reject all or any part of any proposal, waive minor technicalities, and approve the proposal that best serves the District.

1.25.0 **INVOICES:**

1.25.1 **Pricing:** Aldine Independent School District's Purchase Order(s) number must appear on all invoices.

1.25.2 **Invoice Discrepancies:** Discrepancies between the invoice and the district purchase orders will be corrected upon request.

1.25.3 **Vendor Requirements:** Vendor must provide a toll free telephone fax number and accept faxed orders from authorized buyer having an official AISD purchase order number. Orders are faxed daily.

1.26.0 **TAX EXEMPTION**

AISD is exempt from payment of taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for the purpose of tangible personal property

1.27.0 **VENUE**

This contract shall be enforceable in Harris County, Texas, and if legal action is necessary by either party with respect to the enforcement of any and all of its terms and conditions, exclusive venue for any legal action shall lie in Harris County, Texas.

1.28.0 **INDEMNIFICATION** - To the fullest extent permitted by applicable law, the Proposer and its agents, partners, employees, and consultants (collectively "Indemnitors") shall and do agree to indemnify, protect, defend with counsel approved by the District, and hold harmless the District, and their respective officers, directors, members of the board, partners, employees and agents (Collectively "Indemnitees") from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses, including attorney fees, of any nature, kind, or description (Collectively "Liabilities") of any person or entity whomsoever arising out of, caused by, or resulting from the performance of services, or provision of goods, by contractor pursuant to this contract, or any part thereof, which are caused in whole or in part by any negligent act or omission of the Proposer or, anyone directly or indirectly employed by it or anyone for whose acts it may be liable even if it is caused in part by the negligence or omission of any Indemnitee, so long as it is not caused by the sole negligence or willful misconduct of any Indemnitee. In the event more than one of the Indemnitors are connected with an accident or occurrence covered by this indemnification, then each of such Indemnitors shall be jointly and severally responsible to the Indemnitees for indemnification and the ultimate responsibility among such Indemnitors for the loss and expense of any such indemnification shall be settled by separate proceedings and without jeopardy to any Indemnitee. The provision of this article shall not be construed to eliminate or reduce any other indemnification or right which the District or any of the Indemnitees has by law.

Proposer shall protect and indemnify the District from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent, or copyright, arising by or out of any of the services performed or goods provided hereunder or the use by Proposer or by the District at the direction of Proposer of any article or material, provided that upon becoming aware of a suit or threat of suit for patent or copyright infringement, the District shall promptly notify Proposer and Proposer shall be given full opportunity to negotiate a settlement. Proposer does not warrant against infringement by reason of the District's design of articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, the District agrees to cooperate reasonably with Proposer and parties shall be entitled, in connection with any such litigation, to be represented by counsel at their own expense.

The indemnities contained herein shall survive the termination of any agreement or purchase order for any reason whatsoever.

1.29.0 Insurance

Contractor shall not commence work until all required bonds and insurance coverages have been obtained and such insurance has been reviewed and approved by the District. Certificates of Insurance on the current ACORD form shall be issued to the District showing all required insurance coverages.

INSURANCE & BOND REQUIREMENTS

Contractor shall not commence work until all required bonds and insurance coverages have been obtained and such insurance has been reviewed and approved by the District. Certificates of Insurance on the current ACORD form shall be issued to the District showing all required insurance coverages.

Bonds Required

Construction, installation and service contracts (including repair and alteration) exceeding \$25,000 require that 100% Performance and Payment Bonds be furnished by the successful proposer (contractor). All such proposals must include a 5% Proposal Bond.

Non Construction and non installation or service contracts exceeding \$25,000 require that a 100% Supply Bond be furnished by the successful proposer (contractor). Bonds shall be issued by a company authorized to do business in the State of Texas with an A.M. Best Company rating of at least A- VIII and included on the U.S. Department of the Treasury Listing of Approved Sureties (Dept. Circular 570). The contractor shall absorb any and all costs of such Bonds.

Insurance Required

Limit Required

Automobile Liability insurance covering Any Auto	\$1,000,000 Combined Single Limit
Comprehensive (Commercial) General Liability insurance including Products, Completed Operations, Independent Contractors, Broad Form Property Damage, Pollution and Blanket Contractual Liability coverages. XCU exclusions to be removed when underground work is performed.	\$1,000,000 Aggregate, Occurrence and Personal Injury \$ 500,000 Fire Damage \$ 5,000 Medical Payments Per Project Aggregate
Professional Errors & Omissions Liability insurance may be required from all contractors, licensed or certified as professionals; e.g., engineers, architects, insurance agents, physicians, attorneys, etc.	\$1,000,000 Occurrence & Aggregate Retroactive Date preceding date of contract must be shown Extended Reporting Period two years past completion of contract
Workers Compensation insurance with limits to comply with the requirements of the Texas Workers' Compensation Act Employers Liability insurance	Statutory Limits \$1,000,000.
Umbrella or Excess Liability insurance covering in excess of Automobile Liability, General Liability and Worker's Compensation.	One times contract amount for all contracts exceeding \$100,000, up to \$25,000,000 total limit; \$1,000,000 minimum.

Insurance Conditions

All insurance coverages shall be issued on an Occurrence basis (except Professional Liability) by companies acceptable to District and licensed to do business in the State of Texas by the Texas Department of Insurance. Such companies shall have a Best's Key rating of at least "A- X".

The District shall be shown as "Additional Insured" on the General Liability, Automobile Liability and Umbrella (Excess) Liability policies. A "Waiver of Subrogation" clause in favor of the District will be attached to the Workers Compensation, General Liability and Umbrella insurance policies. Evidence must be included in Certificates of Insurance

General Liability and Umbrella (Excess) Insurance must be maintained for two years following

date of final payment to contractor. A two year extended reporting period is required for Professional Errors and Omissions Liability. Certificates of Insurance must be provided annually.

In addition to certificates of insurance, copies of policy endorsements must be provided a) listing Aldine ISD as Additional Insured and b) noting Waivers of Subrogation.

All insurance certificates shall obligate the insurance company to notify the District of any non-renewal, cancellation or material change to any of the policies at least 30 days prior to the effective date of the non-renewal, cancellation or change.

If a policy has aggregate limits, a statement of claims against the aggregate limits is required.

Contractor shall be responsible for all deductibles; the District shall approve the deductibles selected.

The District reserves the right to review the insurance requirements during the effective period of any contract to make reasonable adjustments to insurance coverages and limits when deemed reasonably prudent by District based upon changes in statutory law, court decisions or potential increase in exposure to loss.

The following insurance documents must be provided to Aldine ISD prior to the commencement of work:

1. Certificates of Insurance
2. Copies of policy endorsements
 - a) listing Aldine ISD as Additional Insured
 - b) providing Waivers of Subrogation in favor of Aldine ISD
3. Deductible amounts listed by policy type
4. A statement of claims against aggregate limits

Certificate Holder:

Aldine Independent School District
c/o Herbert Harris, Executive Director of Maintenance
14910 Aldine Westfield Road
Houston, TX 77032
E-mail: hharris@aldine.k12.tx.us

NO SUBMISSION FORM
MNT 1314-37
ALDINE INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT
14910 Aldine Westfield Rd.
Houston, Texas 77032

Aldine ISD would like know why you are not submitting a bid/proposal. We will analyze your response and attempt to determine if future changes are necessary.

Indicate reason(s) for no submission:

1. _____ We do not supply the requested product(s)/service
2. _____ Quantities offered or scope of job is too small to be supplied by my company.
3. _____ Quantities offered or scope of job is too large to be supplied by my company.
4. _____ Specifications are “too tight” or appear to be written around a proprietary product.
(Please explain)

5. _____ Cannot propose against manufacturer on this item.
6. _____ Cannot propose against jobber on this item.
7. _____ Time frame for submitting a proposal was too short.
8. Other: _____

IF YOU DO NOT SUBMIT A PROPOSAL and wish to remain on the Aldine Independent School District proposal list for this item, please indicate:

_____ I wish to remain on the proposal list

_____ I do not wish to remain on the proposal list

Printed Name	Title

Vendor Signature	Date

Company Name	Telephone

Address	Fax

City, State, Zip	Email Address

REFERENCES
MNT 1314-37

Vendor Name _____

The following information must be provided and returned for consideration in the awarding of this proposal.

Please list three references with whom you have contracted previously for the same type of services products asked for in this proposal:

1. Organization/Vendor Name: _____
Contact person: _____
Phone number w/area code: _____
Email Address _____

2. Organization/Vendor Name: _____
Contact person: _____
Phone number w/area code: _____
Email Address _____

3. Organization/VendorName: _____
Contact person: _____
Phone number w/area code: _____
Email Address _____

**ALDINE INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT**

SUPPLIER CODE OF ETHICS

Purchasing activities within Aldine I.S.D. support the district's vision to "produce the nation's best!" Procurement activities may be conducted by Aldine's purchasing department and by some of its auxiliary departments. Aldine's purchasing activities support student achievement and district operations while striving to provide timely products and services in a competitive and efficient manner.

Preference may sometimes be given to purchasing cooperatives, state contracts, or inter-local agreements where products and services can be purchased via pre-established competitive contracts or via competitive quotes received from various co-operative entities.

Through its purchasing department, Aldine I.S.D. is committed to a procurement process that fosters fair and open competition, conducts business under the highest ethical standards and enjoys the confidence of the public. Purchasing professionals, as well as supplier stakeholders, must have a highly developed sense of professional ethics to protect their own and their organization's business activities and reputation. In order to strengthen ethical awareness and provide guidelines to its suppliers, Aldine's purchasing department promotes the following supplier code of ethics:

Competitive Nature

Quotations, proposals, or proposals provided will be competitive, consistent and appropriate to the specifications or user requests.

Suppliers will not discuss, consult, collude with, or disclose its terms with other suppliers intending to compete on the same contracts or similar Aldine I.S.D. contracts for the purpose of limiting competition.

A supplier will not make any attempt to induce any individual or entity to submit or not to submit a competitive quote, bid, or proposal.

A supplier will completely perform any contract at the contract quoted price according to the terms set forth in the quotation or contract.

Supplier Performance

Aldine suppliers are expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Suppliers are subject to performance evaluations.

Supplier records must properly, accurately and fairly record all financial transactions with Aldine I.S.D. in the supplier's finance system or the supplier's appropriate ledgers.

A supplier will submit timely, accurate and appropriate invoices for goods and/or services performed under the contract.

A supplier shall not engage in unscrupulous practices and misrepresentations; recognizing that mutually profitable business relations are based upon honesty and fair dealings.

Supplier and representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public.

A supplier shall make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any problems with Aldine I.S.D.

Gifts to Public Servants

School district officials and employees cannot accept anything of value from a vendor, such as personal gifts or gratuities, which may be construed to have been given to influence the purchasing process or purchase decisions.

Therefore, suppliers are strongly urged to exercise great caution before offering any gift to Aldine employees regardless of the gift's monetary value, particularly when a decision or act which may affect that supplier stakeholder has been made or will be made in close proximity to the time of the gift.

REPRESENTATIONS AND CERTIFICATIONS

1.0 TYPE OF BUSINESS

(a) The offeror represents as part of its offer that it operates as (Mark with an "X"):

- An individual
- A partnership
- A sole proprietorship
- A corporation
- Another entity _____.

(b) If incorporated, under the laws of the State of: _____.

2.0 CONTINGENT FEE

(a) Except for full-time bona fide employees working solely for the offeror, the offeror represents as part of its offer that it (Mark one with an "X"):

- Has
- Has not

employed or retained any company or persons to solicit or obtain the contract, and (Mark on with an X)

- Has
- Has not

paid or agreed to pay any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) The offeror agrees to provide information relating to (a) above, as requested by the Assistant Superintendent of Finance and, when any item in subparagraph (a) is answered affirmatively, to promptly submit to the Assistant Superintendent of Finance a completed "Statement of Contingent or Other Fees."

3.0 NO FELONY CONVICTION REPRESENTATION

(Section 44.034, Subsection (a), of the *Texas Education Code*, the undersigned offeror certifies that the person or owner or operator, including employees or agents of the business entity named in this proposal or contract, have not been convicted of a felony, unless a completed “Felony Conviction Notification Form” from the Purchasing Department is attached as an Exhibit to the Offer.

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract”.

The offeror agrees to comply with all applicable state laws and Board policies regarding criminal background checks. Before entering into a contract with the District, Proposer must give notice if the Proposer or any personnel has been convicted of a felony, as defined by Texas law, from District property where students are regularly present.

Employee or agent includes as example, but not by way of limitation, persons providing services on the project (“subcontractor” in Texas Labor Code 406.096) including all persons or entities performing all or part of the services the Proposer has undertaken to perform on the project regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, owner-operators, employees of any such entity that furnishes persons to provide services on the project.

Services include, without limitation, providing the hauling, or delivering of equipment or materials, or providing labor, transportation, or other service related to a project. Services do not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets. The District shall have the sole discretion to determine what constitutes a “location where students are regularly present.” Proposer’s violation of this section shall constitute a default under the General Terms and Conditions of the contract.

This Notice is not required of a Publicly-Held Corporation.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor’s Name:

Authorized Company Official’s Name (Printed):

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned or operated by anyone who has been convicted a felony.

Signature of Company Official: _____

4.0 COVENANTS AGAINST GRATUITIES

The offeror represents and certifies as part of its offer that neither it nor any of its employees, representatives or agents have offered or given gratuities valued at \$25.00 or more (in the form of entertainment gifts or otherwise) directly or indirectly to any director, officer, employee, or agent/consultant of the District with a view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performing of the contract.

5.0 PARENT COMPANY INFORMATION

(a) The offeror represents as part of its offer that is (Mark one with an “X”):

Is
Is not

Owned or controlled by a parent company. A parent company, for the purpose of this provision, is one that owns or controls the activities and basic business policies of the offeror. To own the offering company means a parent company must own more than 50 percent of the voting rights in that company.

(b) If the offeror is not owned or controlled by a parent company, it shall insert its own Employer’s identification Number here: _____

(c) If the offeror is owned or controlled by a parent company, it shall enter in the space below the name and main office address of the parent company and the parent company’s Employer Identification Number.

(d)

Name of Parent Company:
Main Office Address:
Telephone Number:
e-Mail Address:
Parent Company’s Employer’s Number:
Name of Offering Company:

(e) List other company names/ DBA's that are owned, operated and invoiced by your organization.

Name	Address	Phone Number

6.0 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

- (a) By submission of this offer, the offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
- (b) Each person signing this offer certifies that:
 - (1) He is the person in the offeror's organization responsible within that organization for the decision as to prices being offered herein and that he has not participated, and will not participate, in any action contrary to (a) above.
 - (2) He (i) is not the person in the offeror's organization responsible for the decision as to the prices being offered herein but that he has been authorized in writing to act as an agent for the persons responsible for such decision in certifying that such persons have not participated, not attempt has been made to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition and will not participate, in any action contrary to (a) above, and as their agent does hereby so certify; and (ii) has not participated, and will not participate, in any action contrary to (a) above.

7.0 CERTIFICATION OF NON-COLLUSION

The undersigned certifies that he or she is duly authorized to execute this contract on behalf of offeror and that the undersigned and the company, corporation, firm, partnership, individual, or other entity for whom the undersigned provides this certification has not prepared its proposal, offer, or proposal in collusion with any other proposer, offeror, competitor, any other entity engaged in the business being transacted, or any District employee or representative. The offeror certifies that the contents of the offer or proposal submitted as to prices, terms or conditions of said proposal have not been communicated by the offeror, its employee, or agent to any other person engaged in the type of business being transacted prior to the official opening of this proposal.

8.0 COMMUNICATIONS CERTIFICATION

- (a) All oral and written communications with the District regarding this solicitation shall be exclusively with, or on subjects and with persons approved by, the person identified on Block 4 of the solicitation cover sheet. Discussions or communications with any other person could result in disclosure of proprietary or other competitive sensitive information, or otherwise create the appearance of impropriety or unfair competition, and thereby compromise the integrity of the District’s procurement system.

- (b) By submission of this offer, the offeror certifies that it has not, and will not, prior to contract award, communicate orally or in writing with any District employee or other representative (Including Board of Education members, District contractors or District consultants) other than the individual or person(s) and subjects approved by the individual, named on Block 4 of the solicitation, except as described below: (CHECK “NONE” IF OFFEROR HAS NOT HAD ANY PROHIBITED COMMUNICATIONS. Describe communications in the table below if offeror has had any communications with the persons described above)

None

Name of Representative	Date and Subject

- (c) These Representations and Certifications are material representations of fact upon which reliance will be placed at the time of the awarding of a contract. If it is later determined that the offeror knowingly rendered an erroneous Representation or Certification, in addition to any other remedies the District may have, the District may terminate the contract resulting from this solicitation for default and/or recommend that the offeror be debarred or suspended from doing business with the District in the future. In addition, a false entry could be a violation of the *Texas Penal Code*, Paragraph 37.10. **Offeror signs under the pains and penalties of perjury.**

9.0 SIGNATURE BLOCK FOR ALL REPRESENTATIONS AND CERTIFICATIONS

Name of Offering Company:
Name of Offerer:
Main Office Address:
Telephone Number:
Fax Number:
e-Mail Address:
Sales Representative Assigned to AISD:
Position with company:
Web Address:
Signature:

OFFERORS MUST SET FORTH FULL, ACCURATE AND COMPLETE INFORMATION REQUIRED BY THE SOLICITATION (INCLUDING THIS ATTACHEMENT). FAILURE TO DO SO MAY RENDER THE OFFER NONRESPONSIVE OR UNACCEPTABLE. A FALSE STATEMENT IN ANY OFFER SUBMITTED TO THE DISTRICT MAY BE A CRIMINAL OFFENSE IN VIOLATION OF SECTION 37.10 OF THE *TEXAS PENAL CODE*

DISCLOSURE: CONFLICT OF INTEREST STATEMENT

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. <i>See</i> Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>		OFFICE USE ONLY Date Received
1	Name of person doing business with local governmental entity.	
2	<input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)	
3	Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship. Transaction of Business, by Purchase Order, for the sale/purchase of goods and services by Aldine Independent School District.	
4	Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship. Transaction of Business, by Purchase Order, for the sale/purchase of goods and services by Aldine Independent School District.	

DISCLOSURE: CONFLICT OF INTEREST STATEMENT, continued

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

Page 2

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Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each affiliation or business relationship.

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Signature of person doing business with the governmental entity

Date

Criminal Background Fingerprint Requirement

Senate Bill 9 enacted by Texas State Legislature in 2007 contains numerous new security requirements that school districts and those who do business with the school district must follow.

Section 22.0834 of Texas Education Code requires the following: any person who does not hold a Chapter 21 TEA certification that is offered employment after January 1, 2008, by an entity contracting with a school district, and who will (1) perform continuing duties related to the contract, and **(2) has or will have direct contact with students,** must submit to a national criminal history record review, including fingerprinting, prior to starting work.

This means that any Independent contractor hired after January 1, 2008, providing continuing services to the District and who may be performing such work at a campus or other Aldine Independent School District facility where students are present as part of a normal school day, will be subject to a fingerprint check prior to the start of work. For companies, this means that any new employee hired after January 1, 2008, to perform work for the District under the above referenced criteria, is subject to this law.

The law further provides that vendors are responsible for obtaining the fingerprinting as well as the cost associated with the process. An overview of the Aldine ISD process is outlined below:

1. Vendors must **first** have secured an approved contract with an Aldine ISD school or department; (Note: DPS fingerprinting may not be obtained in advance of an Aldine ISD contract.)
2. The approved Aldine ISD contract must be presented to a local L-1 DPS/FBI agency in order to begin the fingerprint process, (512) 424-2365; and to obtain the required completion receipt.
3. Upon FBI/DPS clearance/passing, the cleared individual's name and information must then be submitted to Aldine ISD using the online form on the district's website, www.aldine.k12.tx.us. See Vendors or https://www.aldine.k12.tx.us/secure/affiliate_requests/page1.cfm?role=Vendor
4. Questions regarding this process must be directed to Aldine ISD, Human Resources 281-985-7570.

Note: Before services are performed in direct contact with Aldine students by my subcontractors, employees, or myself, I will ensure the DPS/FBI Fingerprint process by a local L-1 agency, 512-424-2365 is complete. The names for those contracted individuals will be submitted via the district's website, using the Vendor link.

I, the undersigned agent for the firm named below, certify that the information concerning the vendor/ contractor fingerprint requirements has been reviewed and understood.

Vendor's Name:

Authorized Company Official's Name (Printed):

Signature of Company Official: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.